STATE OF COLORA

John W. Hickenlooper, Governor Christopher E. Urbina, MD, MPH **Executive Director and Chief Medical Officer**

Dedicated to protecting and improving the health and environment of the people of Colorado

Laboratory Services Division

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Recycling Resources Economic Opportunity Fund Grant Program C.R.S. Chapter 270 Article 19.7 25-16.5-106.5

Request for Application (RFA) January 2013

1.0 Grant Program Goals

The Colorado Department of Public Health and Environment (the department), working through the Pollution Prevention Advisory Board (the board) and the Assistance Committee to the board (the committee), requests applications for grant projects awarded from the Recycling Resources Economic Opportunity (RREO) Fund. The Recycling Resources Economic Opportunity Act (the Act) created the RREO Grant Program (grant program) with the intent to fund implementation projects that promote economic development through the productive management of recyclable materials that would otherwise be treated as discards. Projects that meet this goal are designed to implement source reduction, recycling, beneficial use/re-use, anaerobic digestion, or composting for a wide variety of materials.

This will be the sixth year for the grant program. Approximately \$750,000 is expected to be available in the fiscal year 2014² grant cycle to fund multiple projects for a duration of one year. The grant program will not offer loans this fiscal year. Funded projects will be reimbursed for expenses incurred per the project's Scope of Work. See Section 9.0 for more information on disbursement of funds.

The grant program intends to fund projects that are sustainable beyond the scope of the grant, will enhance the financial viability of recycling in Colorado, and create new jobs in the state. To meet these goals, primary consideration will be given to those applicants who request funding to develop a recycling infrastructure similar to that of New Mexico's Hub-and-Spoke system. ³ Up to 100% of the available grant dollars may be allocated to fund this type of program. However, if the grant program receives applications that the committee and board feel do not adequately meet the criteria for a Huband-Spoke recycling system, grant dollars will be allocated to other projects that meet second and third tier priorities as outlined in Section 4.0 of this document. Applicants are encouraged to look carefully at the new requirements that follow.

¹ C.R.S. §25-16.5-106.5 (Chapter 270 Article 19.7)

² The 2014 fiscal year begins on July 1, 2013 and ends on June 30, 2014.

³ Visit http://tinyurl.com/RREO-HubSpoke to access the Hub-and-Spoke web page.

Emphasizing Hub-and-Spoke will develop increased recycling infrastructure and provide more widespread access to recycling throughout the state. It is anticipated that Hub-and-Spoke will continue to be a top priority of the grant program for a number of years. The committee and board will look for proposals that establish a main Hub, where increased storage and processing can take place. Equally important is the Hub's ability to work with smaller nearby communities (Spokes) to accept their materials for processing and transport to market.

Funds may be used for:

- The purchase of equipment for the smaller Spoke communities to collect, transport, and possibly bale materials;
- The larger Hub communities to build, enlarge, or remodel a processing facility with equipment to handle recyclable items;
- Community education materials related to the Hub-and-Spoke operation;
- Collecting data on recyclables generated as a basis for establishing service areas, designing collection or processing systems, and tracking program success.

Funds may not be used for:

- On-going operating costs such as fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables;
- Personnel and fringe benefits; or
- General overhead costs.

See Attachment 3 for more detail on eligible expenses for Hub-and-Spoke proposals. All Hub-and-Spoke projects will be funded for one year in duration.

Applications should also include any written agreements between participating communities, indicating a strong likelihood of success based on these partnerships and/or shared resources. Additionally, a discussion of how the project will be sustained beyond the life of the grant is required. Evidence of a project's sustainability should include quantitative estimates of the anticipated increases in collection, revenues, and job creation, as well as the availability of markets or end users. See Attachment 4 for a complete list of the information required for Hub-and-Spoke proposals. It is important to check the box on the cover sheet indicating a Hub-and-Spoke application.

2.0 Application Procedures

2.1 Time Line

Time Line for 2013-2014 Colorado Recycling Grant Program		
January 3, 2013	Release of RREO Request For Applications	
February 1, 2013, 9:30 AM	Bidders Meeting	
March 1, 2013, 3:00 PM	Application Due Date	
May 1 – June 30, 2013	Notice of Grant Awards and Issuance of Contracts	
	and Purchase Orders	
July 1, 2013	Earliest Effective Start Date for Awardees	
June 30, 2014	Completion of 2013-14 Grant Funded Projects	

2.2 Optional Bidders Meeting

Though optional, grant applicants are strongly encouraged to attend the bidders meeting on Friday, February 1, 2013 from 9:30 AM till 12:00 noon in the Sabin/Cleere Room at the Colorado

Department of Public Health and Environment, 4300 Cherry Creek Drive South, Denver, 80246. Teleconferencing will be available. Questions may be submitted in advance of the Bidders Meeting to committee chair Marjorie Griek at mgriek@cafr.org. Please submit questions to be addressed during the meeting no later than 12:00 noon on Monday, January 28, 2013. Questions may also be asked during the Bidders Meeting if not submitted beforehand.

Minutes from the Bidders Meeting, which will include answers to all questions submitted before and asked during the meeting, will be posted on the department's website by Wednesday, February 6, 2013. If applicants have questions that weren't addressed at the Bidders Meeting, committee chair Marjorie Griek will answer additional questions through 5:00 PM on Thursday, February 7, 2013. These questions must also be submitted via email to mgriek@cafr.org. Corresponding answers will be posted on the department's website by Tuesday, February 13, 2013.

To attend the meeting, please RSVP by contacting Eric Heyboer, Recycling Grants Administrator, at 303-691-4955 or cdphe.ppp2@state.co.us (include in the Subject Line: "RREO Grant Bidders Meeting Reservation"). Include the name of the business or organization, name(s) of those attending and contact phone number(s). Applicants who are unable to attend the bidders meeting in person may join via teleconference. Please indicate a teleconferencing preference when confirming attendance at the Bidders Meeting.

3.0 Grant Program Scope

Funding for the grant program was created by the Act, which collects a surcharge on solid waste taken to Colorado landfills for disposal. The Act established that recycling is an important means of realizing:

- Environmental benefits;
- Economic benefits to the state, including job development; and
- Preservation of the state's natural beauty.

To address these opportunities, grants are available to qualified applicants whose applications directly address the three goals listed above and also meet the general objectives of:

- Accomplishing greater levels of solid waste minimization, waste diversion (from landfill disposal), recycling (for various materials or products), material reuse and composting;
- Implementing proven diversion methods such as Pay-As-You-Throw (PAYT), market incentives, contracting, municipal ordinance, or other mechanisms;
- Developing best practices in recycling, waste minimization and diversion, material reuse and composting;
- Improving market research and data to identify material reuse opportunities;
- Providing data on quantities of recyclables in order to set goals, track progress, and support new or expanded market development;
- Providing detailed economic information on the impacts of recycling and material reuse in Colorado;
- Providing more education and information to residents of the state about recycling; and
- Increasing regional partnering to maximize economies of scale.

3.1 Eligibility

Entities that are eligible to apply include:

- Public and government agencies, including but not limited to, universities, schools, special districts, and intergovernmental partnerships;
- Private sector (for-profit and nonprofit organizations) that have the approval and/or support of a local government agency⁴;
- Private sector (for-profit and nonprofit organizations) that **do not** provide letters of support from a local government agency should include documentation in the application that the project will be beneficial to the local community and in compliance with all applicable regulations and permits from the State and local governments;
- Out-of-state companies or organizations that are expanding in or relocating to Colorado that
 have an in-state business presence (i.e., facilities, equipment, employees), are registered as
 doing business in Colorado, and whose project benefits Colorado directly (such entities
 must be registered with the Colorado Secretary of State's office prior to application
 submittal).

All entities must be able to meet the department's insurance requirements. Though proof of insurance is **NOT** required with the grant application, applicants who are selected for a grant award will need to provide proof of insurance before a formal contract is signed with the department. Please visit the following website to view the department's insurance requirements: http://tinyurl.com/RREO-RFA

For the purposes of this grant, projects that collect, sort, and use food and agricultural wastes as raw materials for anaerobic digesters to produce methane gas are eligible to apply. **Other Waste to Energy projects are not eligible to apply for this grant.**

4.0 Grant Priorities

Based on the 2010 report "Charting a New Course in Solid Waste Management for Colorado" (http://tinyurl.com/RREO-Vision), which evaluates waste diversion and recycling needs in Colorado, a tiered system is used to prioritize the types of projects that will best help the state increase waste diversion and create economic opportunities (priorities may change in future grant cycles). Projects that meet the criteria in the first tier will be prioritized over those that meet the second or third tier. The tiers are outlined below.

First Tier (projects must meet **both** criteria):

- Utilize the Hub-and-Spoke model:
 - o to develop or expand local or regional recycling infrastructure, especially in underserved areas of the state; and
 - o to form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses.

Second Tier (includes some or all of the following *types* of projects in no order of priority):

• Implement projects that directly result in increased levels of recycling, reuse, and/or composting to divert more materials from landfill disposal. This may include Pay-As-You-

⁴ Local government may include municipal, county, regional authorities, or special improvement district agencies.

Throw (PAYT) programs, market incentives, performance-based contracting, municipal ordinances, or other similar mechanisms.

- Provide local incentives to develop or expand markets for recycled products and material reuse.
- Develop or expand local or regional recycling infrastructure, though not necessarily via a Huband-Spoke model.
- Form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses. These partnerships can be developed independently of a comprehensive Hub-and-Spoke system.

Third Tier (includes some or all of the following *types* of projects in no order of priority):

- Undertake sustainable community resource education programs.
- Develop educational programs and improve infrastructure for schools and other educational institutions.
- Provide assistance in connection with the development or improvement of integrated waste management plans by local governments that focus on waste diversion.
- Clean up illegal waste dumping.
- Reduce waste tire stockpiles.

The following considerations will be taken into account during the review process for any submission:

- The anticipated population served and the needs of the community;
- The anticipated increase in the amount of recycled, composted and/or reused material by commodity, and potential impacts when compared to the current state of infrastructure or programs available; and
- The project's local economic and environmental impacts, such as market development for recycled materials.

5.0 Application Evaluation Criteria

An explanation is provided below on how applications will be scored and how certain content is weighted. Threshold requirements that must be met before any application will be fully evaluated include:

- All sections of the application are complete and the cover sheet is signed;
- Clearly expressed goals and objectives;
- Specifically defined and measurable outcomes; and
- The applicant is registered to do business within the State of Colorado (if applying as a forprofit or nonprofit entity)

5.1 Economic Impact (20 points)

- Actual new revenues and other economic benefits that will occur as a result of the project
 - The degree of economic benefit relative to the project's deliverables and expected outcomes
- Actual increase in jobs that will occur as a result of the project
 - o Defined potential for new job development for Colorado businesses
 - O Types of jobs created (contractual versus permanent, full-time versus part-time, pay scale, etc.)

• Expansion of end user manufacturing or markets in Colorado

5.2 Environmental Benefits (20 points)

- Significance of project's impact on recycling, waste diversion, and/or waste minimization
- Amount of material diverted from landfill disposal, measured in tons
- Resource conservation, greenhouse gas reduction, energy conservation, water usage, air quality, or other environmental indicators

5.3 Infrastructure Improvement (20 points)

- New development of local or regional recycling infrastructure
- Expansion of an existing Hub-and-Spoke system (if applicable)
- Impacts to an under-served area of the state
- Utilization of public-private or multi-jurisdictional partnerships to promote waste diversion and recycling

5.4 Feasibility of Successful Implementation and Sustainability (15 points)

- Potential of maintaining the project beyond the 12-month funding period
- Degree of practical implementation
- Degree of community support
- Degree of matching or in-kind funding leveraged or other sources of support or contributions that will be made to the project. Greater degrees of matching relative to the grant funds requested will be looked upon favorably.
- Level of need in the community and uniqueness of the services that will be provided

5.5 Measurable Results and Outreach (15 points)

- Potential for success and measurable results concerning waste diversion
- How the project involves recyclable materials or systems that are pertinent to Colorado
- What metrics will be used and how measurements will be made and documented, including but not limited to, end user or manufacturing jobs created, other job types created, and economic benefit
- Discussion of how the results of the project and any lessons learned will be shared with the community, trade groups, etc.

5.6 Experience and Qualifications (10 points)

- Level of applicant's education and experience
- Applicant's abilities that will make the project a success
- Ability to complete the project

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

6.0 Required Application Format

Sections 6.1 – 6.6 of this proposal must not exceed ten (10) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type (e.g., "Arial" in black font only) with 1-inch margins. If submitting a Hub-and-Spoke application, do not exceed twelve (12) pages. All applications must be organized using the headings listed below (in bold). Failure to adhere to format requirements may lead to disqualification.

6.1 Cover Sheet

Use the application cover sheet (Attachment 1) to provide the following: project title, organizational contact information, federal tax identification number, total amount of funding requested, matching/in-kind contributions (if any), and contact information of both the project director as well as the financial officer. Estimate the cost/tons diverted for the project in the space provided by dividing the total dollar amount requested by the estimated tons of material the project plans to divert from the landfill during the first twelve months the project is fully operational. Be sure to check the box that indicates a Hub-and-Spoke application, if applicable.

Note: The cover page is counted as the first page of the application.

6.2 Project Abstract

Describe the intent of the proposed grant project in **250 words or less**. Clearly state the project's objectives and intended results. <u>Keep this paragraph free of any proprietary</u> information. Abstracts describing awarded projects will be posted on the department's website.

6.3 Application Narrative

6.3.1 Criterion: Economic Impact

- Quantify how the project will increase the potential for economic growth and job development for Colorado businesses. If applicable, quantify how the project will increase the potential for new markets or how it will expand end use manufacturing that will improve Colorado's waste diversion. Provide information to substantiate and justify the calculations, including an explanation of the cost per ton figure provided on the application cover sheet.
- O Describe specific jobs created as a result of this project and quantify the number of Full-Time Equivalent (FTE) positions, where one FTE equals a 40-hour per week position. Give the average wage rate and type of job created (temporary, permanent, contract, laborer, driver, office personnel, etc.).

6.3.2 Criterion: Environmental Benefits

- o Explain which materials will be recycled, composted, reused, etc. over the course of this project and why these materials were chosen to be the focus of the project.
- Quantify (in tons) the project's affect on recycling, waste diversion, material reuse and/or waste minimization in the state of Colorado or in a particular region of Colorado. Indicate when those benefits will be realized. If weights are not known, use the most appropriate volume-to-weight conversion calculation.
- Discuss additional environmental benefits that will be realized from this project such as natural resource conservation, greenhouse gas reduction, energy conservation, water usage, air quality, or other environmental indicators.

6.3.3 Criterion: Infrastructure Improvement

o Specify whether this project creates a new Hub-and-Spoke recycling network or expands on an existing Hub-and-Spoke network. If either scenario applies, all

questions listed in Attachment 4 must be answered as a separate attachment to the application.

- O Describe the existing recycling infrastructure in the area and the need for additional infrastructure. If available, provide data to substantiate the need for the proposed project. Are there local service providers that offer a similar service to what this project proposes to accomplish? If so, how will the service created as a result of this project be unique in the community? If this project benefits an under-served portion of the state, explain how this project will create, enhance, or complement the local recycling infrastructure.
- o If any public, private, or multi-jurisdictional partnerships are created as a result of this project, how will these relationships be maintained and what role(s) will the partners play? Specifically, how will these partnerships be utilized to promote waste diversion and recycling? Hub-and-Spoke applicants may defer the answer to this question until Attachment 4, which requests more specific information on partnerships.

6.3.4 Criterion: Feasibility of Successful Implementation and Sustainability

- o Provide an overview of the project's goals and objectives, and how they will be achieved. Refer to Attachment #2 to specifically outline the project's work plan.
- O Specifically describe who will buy the products or materials this project proposes to create or collect. If applicable, include a discussion on market research indicating a demand for the product manufactured. Additionally, discuss how the recyclables collected over the course of the project will be processed and marketed, providing information on the downstream markets to be used. If recyclables are collected in separate streams, will they be marketed as individual commodities?
- O What plan is in place to assure the project will continue after the grant period ends and how will the project continue to be funded? Describe any long-term program planning, communications, and/or educational activities that will be implemented to help sustain the project.
- Describe any challenges that may affect the outcome of the project and how these challenges will be addressed. If applicable, consider the constraints that adverse weather conditions could have on the project and how this will be accounted for in the work plan.
- Which community stakeholders will be involved and how will they support the project?
- o Identify sources of any matching or in-kind funds or non-monetary support that will be used in conjunction with grant dollars to implement the project.
- O Justify why grant dollars are needed to implement the proposed project. Consider whether current liquid assets or loans could negate the need for a grant. If other funding sources were explored explain why they were not feasible to fully fund the proposed project.
- Confirm what permits will be needed to complete the project (storm water, air, recycling facility, local land use/zoning, etc.). Be sure to consider how delays in acquiring the necessary permits might affect the project's implementation timeline.

6.3.5 Criterion: Measurable Results and Outreach

o Describe what metrics or indicators will be used to monitor the project's progress and how these metrics will be documented.

- Describe how the results of the project, and any lessons learned, will be shared with the local community and beyond. For instance, sharing the results of the project with various trade associations (e.g., Colorado Association for Recycling, Solid Waste Association of North America, Colorado Municipal League).
- O Does this project have the ability to be duplicated in other communities in Colorado and how might that occur?

6.3.6 Criterion: Experience and Qualifications

- o Describe the applicant's relevant education and experience.
- o Specify abilities the applicant possesses that will make the project a success.
- o If the applicant is part of the regulated community, describe what action will be taken to ensure the project meets all applicable state and local permitting requirements. Discuss the status of any environmental compliance issues with the department and/or the local governing body. Is there any other pending litigation or contingent liabilities that may have a bearing on this project or application? If yes, explain.

6.4 Methodology and Work Plan

6.4.1 Project Work Plan / Timeline

Using the standardized chart provided in **Attachment 2** of this document, create the project's work plan and timeline. This includes a list of the project's primary objectives and any corresponding deliverables associated with the listed objectives. Each deliverable must be measurable, have a completion date, and identify who the responsible party is for achieving the deliverable. Deliverables may include specific tasks, project milestones, reports, etc. Include key decision points for early project termination if the project is not meeting the scheduled objectives. The work plan must be included within the 10-page application or within the 12-page limit of a Hub-and-Spoke application. <u>DO NOT</u> include the project schedule in the appendix.

6.5 Budget

6.5.1 Itemized Budget

Using the standardized budget categories provided in **Attachment 3** of this document, create a table listing all project costs. Note that some budget categories are not eligible for Hub-and-Spoke applications. Personnel costs should indicate budgeted hours and rate of pay. Travel costs are limited to those that are essential to accomplishing the project. Indirect costs, such as facility rental and utility bills, must not exceed 20% of the total funding request and must solely benefit this project (or be pro-rated for the amount it benefits the project). Rental equipment may be included in the project budget but only if it is needed to complete a specific task and will not serve as an integral part to the project's continuation.

Identify all other funding sources that will be dedicated to this project and include plans to obtain additional funding. Matching funds do not include existing personnel, facilities, etc. Only new spending directly related to this project should be included as in-kind matching. The itemized budget table must be included within the 10-page application or within the 12-page Hub-and-Spoke application. DO NOT include the budget table in the appendix.

The committee and board will only fund proposals in their entirety. However, applicants may offer an alternate project budget in the proposal. For instance, Option A could entail a budget that allows the applicant to purchase everything needed to fully implement the project. Option B could alternatively request fewer grant dollars by including additional matching funds or creating a scaled back project that would still achieve most of the project's goals and remain equally sustainable.

6.5.2 Budget Narrative

The budget narrative describes how costs are determined and how they relate to the project. For personnel costs, list job titles, number of hours worked per week, and salary. For supplies or equipment, provide full industry specifications (make, model, serial number, age, ownership, etc.) and describe the purpose/application of each item with respect to the project. Indicate any other funding sources that will be used for this project and describe any plans to attract additional funding. If applicable, include a description of the financing approach that will be used (loans, other grants, etc.). Explain the contingency plan in place if additional funding is not secured. Identify any cost savings or revenue enhancements as a result of the project.

Note: During the course of the project the project coordinator may reallocate up to 5% of the awarded funds to accommodate unforeseen task changes with <u>prior</u> permission of the grant monitors on the committee. Any reallocation amount over 5% will require <u>prior</u> approval by the full committee.

6.6 Facilities Requirements

Describe any resources that will be integral to the project, including facilities, manufacturing capabilities, equipment, and other technical and administrative resources. If applicable, discuss how the project will modify or improve existing facilities, equipment, etc. For example, will additional property need to be leased or purchased? Will the project require utility work?

If the applying entity is currently part of the regulated community, compliance history will be considered. If the proposed project requires any type of permit or regulatory licensing, the applicant must be prepared to provide documentation of compliance if the project is funded.

6.7 Appendix

The following information is **required:**

- Project leader(s) current resume(s)
- For-profit and nonprofit applicants must include:
 - At least one letter addressed to the Pollution Prevention Advisory Board from a local government agency that indicates their approval of the project and supports the project's objectives; <u>or</u>
 - o Documentation that the project would be beneficial to the community affected by the grant award.
- Copy of Colorado's Secretary of State Certificate of Good Standing letter (for-profit or nonprofit 501(c) (3) entities only). Visit http://www.sos.state.co.us for more information.
- For Hub-and-Spoke applications only:

o Simple map of anticipated service area, identifying where the hub(s) and spokes will be located.

The following information is **optional**, but must be limited to 10 pages and attached as supplemental appendices:

- Letters of support from institutions of higher education, community leaders, etc., dated within six months of the application deadline.
- Copies of signed Letters of Commitment, Memorandums of Understanding (MOUs) or Inter-Agency Agreements with regional partners.
- Any other important materials relevant to evaluating the proposal.

7.0 Proprietary Information Policy

If proprietary information is provided by an applicant that constitutes a trade secret, confidential personnel information, or proprietary commercial or financial information, in accord with § 24-72-204(3), C.R.S., such documents may be withheld from disclosure if the department receives a request for records in accord with the Colorado Open Records Act, § 24-72-101 *et seq.* All such documents must be clearly marked with the term "Proprietary Information" on each appropriate page. Records marked as containing trade secret, confidential, personnel, or proprietary information that do not actually contain such information could be released pursuant to an Open Records Act request.

8.0 Reporting Requirements

Reports will be due for any project milestones identified by the grantee, or at a minimum of every six months. The grant program administrator will provide reporting templates to assist grantees in developing their reports. A draft final report is due 30 days after the 12-month grant funding period closes (due by July 31, 2014). A final report that incorporates feedback from the committee and the board is due 60 days after the 12-month grant funding period closes (due by August 31, 2014). A sixmonth summary report is due after the 12-month grant funding period closes (due by January 31, 2015). If a project is not fully operational until the fourth quarter of the grant cycle (April 2014), the grantee will be asked to submit a progress report 12 months after becoming fully operational. This report will include diversion and job creation metrics. Other reporting may be required if deemed appropriate by the department.

All reporting will include a financial status summary and identify the deliverables completed during the reporting period. Also included will be a description of the work completed, a discussion on any findings and results, unanticipated outcomes or roadblocks encountered, potential applications of the project's results, and how this project successfully achieved the goals of the grant program to date.

The final report will include a one-page metrics worksheet that illustrates how many new jobs were created, the economic impacts of the project, the increased tons of material collected, and the amount of participation in recycling that occurred as a result of the project.

The grant program requires that the contact information of at least three community leaders, who are familiar with the project and may be contacted by the committee as a reference, be included with the final report. The final report will be placed on the department's website. The board and the committee reserve the right to request that grantees present their findings at board or committee meetings.

9.0 Grant Funding

The grant program funds projects on a reimbursement basis for a duration of one year. Ongoing monitoring of capital expenditures may occur after the one-year funding period if deemed appropriate by the department. Projects will be reimbursed no more than once per month for expenses incurred. Reimbursement requests must include supporting documentation of payment such as receipts, copies of cleared checks, or invoices with zero balances. It is preferred that reimbursement requests are submitted electronically. The state will not reimburse any cost incurred by the applicant prior to the issuance of a legally executed contract, task order, or authorized purchase order.

Five percent (5%) of each reimbursement request will be withheld until a final report has been submitted by the grantee and approved by the committee at the end of the grant cycle. With committee approval, a portion of the five percent withheld may be released prior to the grantee submitting the final report once specific project milestones are achieved. An early release of withheld funds is not guaranteed for every project, so grantees should be prepared to receive withheld grant funds no sooner than the end of the grant cycle.

10.0 Submission of Applications

Electronic applications are strongly preferred. The full application, including any appendices, must be contained in a single document and must be in PDF (read-only) format. Please e-mail your fully completed application to Eric Heyboer, Recycling Grants Administrator, at cdphe.ppp2@state.co.us (subject line: RREO Grant Program Application). Applications submitted in multiple attachments and/or e-mails will not be accepted. Please do not send an electronic file larger than 10 MB (megabytes) since the e-mail may not be successfully delivered to the department's internal e-mail system.

If unable to submit electronically, the full application must be sent by courier or certified mail to:

RREO Grant Application c/o Eric Heyboer, DEHS-B2 Colorado Department of Public Health and Environment 4300 Cherry Creek Drive South Denver, CO 80246-1530

The deadline for **receipt** of complete applications by e-mail is 3:00 PM on March 1, 2013. Applications that are mailed must be postmarked by March 1, 2013. Incomplete applications and applications received after this deadline will **not** be accepted. All applicants will receive e-mail notification of receipt of their application within one (1) business day. If you do not receive an e-mail notification after one (1) business day, contact Eric Heyboer **immediately** at 303-691-4955. Do not send both an electronic application and an application by courier or certified mail. Questions about the grant program may be sent to <u>cdphe.ppp2@state.co.us</u> (subject line: RREO Grant Program Questions).

Note: The successful applicant will be subject to the terms and conditions of the purchase order or contract. Applicants who are selected for funding will be asked to submit a final Scope of Work for their project, which will then be included in the final contract or purchase order.

Recycling Resources Economic Opportunity Fund Grant Program 2013 - 2014 Project Application

6.1 COVER SHEET

Attachment #1

rganization:			
roject Title:			
treet Address:			
ity, State, Zip:			
-Mail Address:	URL Address:		
	Fax Number:		
ederal Tax Identification Number			
egal Tax Status (check one):	For-Profit NonprofitGovt School/University		
ub-and-Spoke Application:	Yes No		
id you attend the Bidders Meetin	g? Yes, in person Yes, on teleconference No		
signing and submitting this application, the	applicant agrees to operate the program as described in the Application for Funding and in accordance w		
	grees that the information provided in this application is, to the best of the applicant's knowledge and		
	l complete. The applicant understands that knowingly submitting any false information on this application		
uld result in the project not being considered	for funding or voiding any current or future contracts with the Department of Public Health &		
vironment.			
Print name of Authorized O	fficial		
Time name of Authorized O	inclai.		
Signature of Authorized Offi	cial:		
Please insert electronic signa	ture		
if submitting electronically o	r written		
signature if being sent by ma	il.		
Title:	Date:		
Project Director	or Primary Contact: Financial Officer:		
Name:	Name:		
Title:	Title:		
Address:	Address:		
Phone:	Phone:		
E-Mail:	E-Mail:		
	Amount of Funds Requested:		
	hing/In-Kind Contributions:		
2000 11100	Total Project Cost:		
Es	timated Cost/Tons Diverted:		

Recycling Resources Economic Opportunity Fund Grant Program 2013-2014

Attachment #2 WORK PLAN FORMAT

(Use this format when listing your major goals for the project)

GOAL #1			
Objective	Deliverable/ Product	Responsible Entity	Completion Date*
1.	1a		1a MM/DD/YYYY
	1b		1b MM/DD/YYYY
	1c		1c MM/DD/YYYY
2.	2a		1a MM/DD/YYYY
	2b		1b MM/DD/YYYY
	2c		1c MM/DD/YYYY

GOAL #2			
Objective	Deliverable/ Product	Responsible Entity	Completion Date*
1.	1a		1a MM/DD/YYYY
	1b		1b MM/DD/YYYY
	1c		1c MM/DD/YYYY
2.	2a		1a MM/DD/YYYY
	2b		1b MM/DD/YYYY
	2c		1c MM/DD/YYYY

^{*}Completion dates must end on a regular business day (exclude weekends and holidays). Project timelines must follow the fiscal year, which is July 1, 2013 through June 30, 2014. All deliverables listed in the work plan must be completed within this timeframe.

Recycling Resources Economic Opportunity Fund Grant Program 2013-2014

Attachment #3

LINE ITEM BUDGET FORMAT

You are <u>required</u> to use the following individual budget categories for your proposal. If you are submitting a Huband-Spoke proposal, note that several budget categories are not applicable and are indicated below.

Budget Category	Description	Eligible for Hub-and-Spoke Proposals
Personal Services	All personnel directly working on the grant project. Include fringe benefits such as health insurance, retirement funds, FICA, etc.	No
Materials/Supplies/Equipment (under \$5,000)	Items that have a per-unit cost of less than \$5,000. This includes construction materials, bins, roll-offs, trailers, etc.	Yes
Equipment Purchases (\$5,000 or greater)	Items that have a per-unit cost of \$5,000 or more with a lifespan of at least 1 year. Includes shipping/freight charges, fabrication, or retrofits.	Yes
Operating Costs	Includes utilities, fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables.	No
Travel Costs	In-state only. Includes mileage, lodging, and meals. Out-of-state travel must be pre-approved by the committee.	No
Contractors/Subcontractors	Outside labor for construction, marketing, education, etc. Budget breakdown for each is required.	Yes
Permiting Review Costs and Consultants	Professional services directly related to grant. Budget breakdown for each is required.	No
Other Direct Costs	• Expenses related to the grantee educating school groups, businesses, organizations, etc.	No
	 Tuition, memberships fees, etc. In-state resident rates only. Expenses related to TV, radio, internet, brochures, mailings, printing, etc. Other costs not covered by any other budget category. 	No Yes Yes
Indirect Costs	Cannot be more than 20% of Total Direct Costs (all categories listed above).	Yes

List only those budget categories that are applicable to the proposal. Itemize each individual budget category, including sub-totals, and calculate an overall budget total. See the example below:

EXAMPLE	Grant Application Amount	Matching/In Kind Amount (if any)	Total Amount
Personal Services – Sub-total	\$10,000		\$10,000
John Smith-Owner	\$7,000		\$7,000
Joan Smith- Forklift operator	\$3,000		\$3,000
Equipment Purchases – Sub-Total	\$25,000	\$10,000	\$35,000
Used Baler	\$25,000	\$10,000	\$35,000
Project Cost	\$35,000	\$10,000	\$45,000
Indirect Cost: (Not to exceed 20%)	\$7,000		\$7,000
Total Project Cost:	\$42,000	\$10,000	\$52,000

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Attachment #4

For Hub-and-Spoke applications only. Include as an attachment to the application, separate from Section 6 in the application narrative. Must be included within the application's 12-page limit. Please refer to the Hub-and-Spoke web page for more information: http://tinyurl.com/RREO-HubSpoke

- 1. If applying as an existing or future recycling Hub that will work with one or more Spoke communities, describe the recycling Hub's capacity and ability to receive more material.
- 2. If applying as an existing or future recycling Spoke location, identify in detail the recycling Hub where you will take the material, including the name of the Hub, distance from the Hub, ability to handle more material, ability to transport the material, and relationship with the Hub.
- 3. Describe the location of the proposed facility. Is the Hub centrally located within the region to be served? Equipment typically requires 3-phase power to operate. Discuss how the Hub will acquire it.
- 4. Explain how signage will be used to clarify which materials the project will collect for recycling. Consider signage needs at the collection facility and on individual containers, and how they might differ. Provide details on the signage that will be required. Refer to the Hub-and-Spoke web page for additional guidance.
- 5. Have all parcels of land and rights-of-way necessary for completion of this project been identified, purchased, leased, or otherwise acquired by the applicant? Have appropriate land-use permits been obtained from appropriate authorities for the project? If no, explain.
- 6. How many communities will be served (list counties, cities, towns, villages, pueblos, tribes, nations)? Please provide a simple map of the service area using an internet-based mapping service, such as Google Maps, MapQuest, or Bing Maps. The map must be included in the appendix.
- 7. What is the total population of people to be served by this project's implementation?
- 8. What collection methods will be used? Roll-offs, trailers, or both? Please describe.
- 9. What commodities will be received at the site? Will they be source-separated or single-stream? Note that the recyclables collected in a Hub-and-Spoke system are limited to what is traditionally found in the Municipal Solid Waste (MSW) stream, and should include some combination of paper and containers. "Paper" includes cardboard, paperboard, newspaper/magazines, and office paper/opened mail. "Containers" include #1 & #2 plastic containers (and may include plastics #3 #7), aluminum/steel cans, and glass bottles/jars. This list is not all-inclusive.
- 10. List any existing equipment that will be used for this project (fork-lift, skid-steer, containers, etc.).
- 11. Will existing staff be able to commit to the project, and have the ability to oversee recycling center procurement, construction, installation and operation? Identify who will fill these roles.
- 12. Will additional staff be needed? Can new staff be hired if needed?
- 13. Considering the community where this project will take place, give a brief history of its track record of working well with regional stakeholders on solid waste or utility projects.
- 14. Are there existing agreements in place with surrounding communities? It is **STRONGLY** recommended that a signed commitment with each targeted partner community be submitted as part of the application. This is true for applicants applying as a Hub, a Spoke, or both. This serves as evidence of the community's relation with and commitment to working with regional partners. It is required that to serve as a regional Hub, the applying entity must be able to process the recyclables generated in surrounding communities. As evidence of these signed commitments, include Letters of Commitment, Memorandums Of Understanding, or Inter-Agency Agreements as attachments in the appendix. Examples of these documents can be accessed within the Hub-and-Spoke web page.

Applicant Checklist

Please use this checklist as a tool to ensure all required information is included and that formatting is correct prior to submitting your application. Do not submit this checklist with the application. ☐ Is the application no more than 10 pages (12 pages for Hub-and-Spoke applications) (Sections 6.1 - 6.6? ☐ Is the Cover Sheet (Attachment #1) signed by an authorized official? ☐ If a Hub-and-Spoke application, is the appropriate box on the Cover Sheet checked? ☐ Is the Work Plan (Attachment #2) included within the page limit? (10 pages, or 12 if a Hub-and-Spoke application) ☐ Is the Budget Table (Attachment #3) included within the page limit? (10 pages, or 12 if a Huband-Spoke application) ☐ For Hub-and-Spoke applications only, is Attachment #4 included within the 12 page limit? Are sections 6.1 -6.7 labeled as described in the Request for Applications? ☐ Is the application formatted as follows? Pages numbered, formatted to 8.5"x11" paper with 1inch margins, single-spaced, standard 11-point type (e.g. "Arial"), black font. Are the following required documents included in the appendix: ☐ Project Leader(s) current resume(s) ☐ For-profit and non-profit applications only: Letter of support from a local government agency **or** a letter from the applicant explaining how the project would be beneficial to the community ☐ Copy of Colorado's Secretary of State Certificate of Good Standing (for-profit or nonprofit only) ☐ For Hub-and-Spoke applications only, a map of the anticipated service area. ☐ Is the grant application and appendix in a single PDF document (if sending electronically)? ☐ Is PDF document file size no larger than 10 MB (megabytes)? If no, reduce file size or send by courier or certified mail.

Deadline to send electronically is March 1, 2013 by 3:00pm. Hard copy applications sent by mail must be postmarked by March 1, 2013.

Reviewed and fully understand sections 7.0 (Proprietary Information Policy), 8.0 (Reporting

Requirements) and 9.0 (Grant Funding)?